

433 Transfer and Placement

433.1 Transfers

- a. ~~Transfer students from public schools outside of Alaska who have been regular students entered in accordance with applicable state laws or regulations will be placed accepted initially within the school year in the District schools at the same grade level at which they would be placed by the previous school.~~
- b. ~~Transfer students from kindergarten or first grades in private and denominational schools in Alaska which have complied with Chapter 42.100, DOE Rules and Regulations shall be eligible to transfer during the school year to the same grade in the District if the child has originally entered at an age in accordance with State law.~~
- b.e. Transfer students attending or having completed transferring from kindergarten or first grade in a private and denominational or home schools outside of Alaska into the District will be placed accepted initially on the same basis as above if the child had originally entered at an age legal for public school students in the state or district of last residence. provided that the legal age of entrance of the State or District from which they are transferring will be the governing factor. In case of question, it will be the responsibility of the parent to furnish proof of entry at a legal age. of the entrance age basis and/or that the school is state approved. Otherwise, an entrance assessment may be required.

433.2 Placement

- a. ~~A student who has completed the first grade in a state-approved private or denominational school either in Alaska or outside and whose age of entrance was in compliance with state law shall be eligible for entrance in a second grade.~~
- b. ~~If the first grade entrance was not at an age in compliance with state law, Chapter 42.100, DOE Rules and Regulations,~~

~~provides that an entrance assessment examination may be required.~~

~~— In the District, such students will be registered in grade one. The parents of such students will be required to see the school psychologist who will arrange for administering appropriate tests. The result of such tests will be made available to the unit principal who will determine whether grade placement shall continue to be grade one or shall be advanced.~~

~~— Final placement determination will be made not later than the beginning of the third week of school, provided that the necessary testing has been completed.~~

- c. ~~Transfer Any students attending or having completed grade two or higher in a private or home school in a state approved private or denominational school within or outside Alaska will be placed initially on the same basis as "a" above. may transfer to the same grade or enter the next higher grade in the District. If the school is not state approved the student may be required to take examinations to determine grade level placement. (Chapter 42, Section 60, DOE Rules and Regulations)~~

433.2 Final Placement

Final placement determination will be made not later than the beginning of the third week of school, unless the necessary testing could not be completed. If initial placement appears to be academically or socially inappropriate, the school will conduct an assessment in consultation with the parents/guardians to determine final placement.

440 Attendance

441—Ages for

441.1—Statutory Requirements

440.11.11 Minimum Age

- a. Any child who is six years of age or who will become six

years of age before August 15 ~~next following the beginning~~ of the school year shall be considered a child of school age, except that a child who will become five years of age before August 15 ~~following the beginning~~ of the school year may be received into a kindergarten.

(AS 14.03.070 & 14.03.080)

- b. A child under school age who is a resident of this District may be admitted to the public schools of this District at the discretion of the School Board if the child has the mental, physical and emotional capacity to perform satisfactorily for the educational program being offered. To the extent permitted by state law, the School Board delegates this discretion to the Superintendent. It shall be the responsibility of the Superintendent to establish ~~regulations~~ procedures to implement this policy.

(AS 14.03.080-~~(c)~~"e")

- c. A child under school age shall be admitted to school in this District provided he/she is a legal resident, if immediately before he/she became a resident of the District, he/she was: 1) legally enrolled in the public schools of in another district or state; or 2) enrolled in a private school in another state and had entered at an age legal for public school enrollment in that state. It will be the responsibility of the parent/guardian to provide proof that these requirements are satisfied.

- d. A child under school age who qualifies for special education or other state or federal programs or services may be admitted to a preschool program.

(AS 14.03.080-~~(e)~~"e")

440.21.12 Maximum Age

- a. Generally, tThe maximum age for attendance in an elementary, middle-level or secondary school of the District will be up to the twentieth birthday, provided, the student has not completed the 12th grade. ~~H~~However, a that the student will be permitted to complete the semester in which

the twentieth birthday falls. A student is not considered to have completed the 12th grade unless that student has passed the High School Graduation Qualifying Examination and has met all other graduation requirements.

- b. A student of twenty years of age or over may apply to continue secondary school attendance or to enter secondary school stating reasons for such attendance. Agreeing to abide by such reasonable rules and regulations as may be set forth will be required. Tuition may be charged dependent on circumstances. ~~Tuition may be charged dependent on circumstances of residence and permanence.~~ A request may be denied if the Superintendent determines it would not serve the best interest of the student or the District.
- c. The maximum age for attendance for a student with disabilities shall be consistent with state and federal law and the student's individual education plan.

(AS 14.03.070; 14.03.080, (b) "b"; 4 AAC 06.076)

440.31.2 Evidence of Age

- a. All students upon first entering a kindergarten or first grade in a school of the District and students first entering a second grade from a private ~~or denominational~~ school shall present a birth certificate. No certificate appearing to be altered shall be honored. ~~which shows erasures.~~
- b. If the parent cannot procure a birth certificate, notarized affidavits from three persons who have knowledge of the birth date will be accepted, provided, however, that at least one such affidavit be from an attending physician, a hospital official, or a responsible public official.
- c. A birth certificate may be required for any student entering the second grade or above if adequate evidence of age is not contained with the transfer record.
- d. The above requirements will be waived by the principal under special circumstances as established by the

Superintendent.

~~Students may be suspended from school if a birth certificate or affidavits are not filed within thirty days of the date of entrance.~~

442 Parental Responsibility for Compulsory Education

Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. All students share this responsibility.

The administration shall enforce Alaska Statutes pertaining to compulsory education.

(AS Sec. ~~14.30.010~~ - 14.30.03050)

~~**442.1 Compulsory Attendance**~~

~~————(AS Sec. 14.30.010 – 14.30.03050)~~

~~**442.2 Violation of Compulsory Attendance Laws**~~

~~————(AS Sec. 14.30.020)~~

442.13 Report of Violations and Procedures

Principals shall report persistent violations to the Superintendent if notifications to and conferences with the parent/guardian have failed to produce necessary improvement. A supplemental memorandum documenting the case shall also be filed.

(Section 442.3 - Revised January 27, 1997)

~~**442.4 Policy on Parent Involvement**~~[MOVED TO 800 SECTION]

~~————Given the key role of parents in promoting effective schooling, the Anchorage School District is assisting schools in developing comprehensive, continuing programs of parent involvement at all grade levels. The major goal is to promote greater student success in all curricular areas by making schools and parents more~~

~~productive partners in their children's education. To support the mission of Anchorage schools to educate all students effectively, schools and parents must work as knowledgeable partners.~~

a. ~~Comprehensive programs of parent involvement require schools to involve parents at all grade levels in a variety of roles. These programs should be designed to:~~

(1) ~~Help parents develop parenting skills and foster conditions at home that support their children's efforts in learning.~~

(2) ~~Provide parents with the knowledge of techniques designed to assist their children in learning at home.~~

(3) ~~Provide access to and coordinate community and support services for children and families.~~

(4) ~~Promote clear two-way communication between school and family about school programs and children's progress.~~

(5) ~~Involve parents in instructional and support roles at the school.~~

(6) ~~Support parents as decision makers and develop their leadership in governance, advisory, and advocacy roles.~~

~~These six types of involvement are not mutually exclusive and require a coordinated schoolwide effort. Success cannot be the sole responsibility of any single program (for example, Title 1) or group of individuals. Although parents come to the schools with diverse cultures, languages, and needs, they overwhelmingly share the school's commitment to the educational success of their children. The District and schools, in collaboration with parents, must establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.~~

b. ~~The District will support schools and programs in their~~

efforts by:

- ~~(1) — Publicizing its commitment to parent involvement in the public schools.~~
- ~~(2) — Identifying promising programs and practices related to parent involvement.~~
- ~~(3) — Targeting funds for the development of programs, demonstration projects, and evaluations.~~
- ~~(4) — Providing technical assistance and support to develop effective parent involvement programs by:
 - ~~a) — Disseminating information and research on parent involvement and effective practices;~~
 - ~~b) — Developing in-service education programs on cultural awareness and parent involvement for teachers and administrators, that will assist in meeting the individual needs of diverse cultural and linguistic populations; and~~
 - ~~c) — Working with colleges and universities that train teachers and administrators to develop effective pre-service programs in school and family connections.~~~~
- ~~(5) — Complying with state and federal parent involvement requirements by:
 - ~~a) — Incorporating specific program criteria for effective parent involvement into the programs; (procedural manuals will include specific guidelines for parental involvement by program) i.e., Title 1, Bilingual Education, Indian Education, Migrant Education, Special Education, the Gifted Program, and Community Education Department; and~~
 - ~~b) — Providing ongoing follow-up and evaluation of the parent involvement efforts as required.~~~~

————(Section 442.4— Added June 12, 1989)

443 Irregular Attendance, Truancy, and Tardiness

443.1 ~~Intent~~

~~Successful educational advancement is enhanced by regular school attendance and appropriate student behavior.~~ Regular school attendance and appropriate student behavior enhance successful educational advancement. While the responsibility for regular attendance and appropriate behavior lies with the parent/guardian and the student, the schools also recognize an obligation to promote ~~and assure~~ these qualities. The Superintendent or designee shall provide uniform procedures to encourage regular attendance, deter excessive absenteeism, truancy and tardiness, and encourage appropriate behavior of all students. Special attention will be given to the development of procedures appropriate to the elementary, middle level, and senior high school students.

(Section 443.1 - Revised January 27, 1997)

443.12 Absenteeism and Tardiness

a. Removal of Students from Membership Rolls

Any student who is absent from school and cannot be contacted for the first a period of ten (10) or more consecutive school days may be dropped from the District rolls. Students served by visiting teachers are not considered absent. ~~(Department of Education Regulation 5 51-00, Pupil Accounting Manual)~~

b. Elementary and Middle School (pre-K through grade 8)

The principal of each unit shall be responsible for monitoring student attendance and taking actions to discourage and minimize ~~assuring that~~ excessive absenteeism. ~~does not occur.~~ If a student is absent an excessive number of times, the principal shall take appropriate action to determine whether if the student is habitually truant and/or is in needs alternative of visiting teacher services, due to an extended illness or injury.

c. High School (Grades 9-12)

Any high school student who is absent ten (10) times, or an equivalent time depending on the school schedule, in at least one class will be placed on attendance probation. A determination will be made as to the cause and whether if ~~the the student should be deemed habitually truant or is in~~ needs alternative of visiting teacher services, due to an ~~extended illness or injury.~~ Any senior high school student who is absent fifteen (15) times or equivalent time depending on school scheduling or more will not be granted credit for that class. Exceptions may be granted by the Superintendent (or designee) based on ~~extenuating~~ special circumstances reviewed on a case-by-case basis.

d. ~~Any student~~Any student who is late for class shall be noted as tardy. Sanctions for tardiness may be taken at the discretion of the unit administrator.

e. The Superintendent shall establish uniform procedures to implement this policy. Those procedures shall include:

(1) A method which assures that students and parents/guardians are informed of the District's attendance policy.

(2) Guidance concerning case by case review for special circumstances.

~~(2) A list of the considerations under which an absence may be attributed to extenuating circumstances and waived for the purposes of the application of this policy.~~

(323) A manner for notifying parents/guardians and students when a student's absenteeism approaches or exceeds acceptable limits and is considered habitually truant as defined in 443.3 (c).

(434) Procedures to ensure ~~assure~~ that students experiencing difficulty with attendance are counseled in an attempt to alleviate the problem and determine appropriate means for dealing with the student.

~~(545) A procedure whereby the school staff in cooperation with the parent or guardian will develop a plan for improving school attendance for the student experiencing difficulties with attendance. If the student and/or parent/guardian is not willing to cooperate, or attendance does not improve to a satisfactory level, then the District will consider referring the student and/or parent/guardian to the Anchorage Police Department/Alaska State Troopers as a habitually truant student in violation of the Anchorage Municipal Code (AMC 8.75.06505.445).~~

~~(6) A procedure through which parents/guardians and students may challenge any adverse decision arising out of this attendance policy.~~

(Section 443.2 - Revised January 27, 1997)

(Section 443.2 - June 22, 1998)

443.23 Truancy

- a. ~~Truancy is defined as a violation of the Compulsory Education Law of the State of Alaska (AS 14.30.010-020) by the an unexcused absence of a student for a class or classes (middle level/secondary level), or at least a half day half-day (elementary level). Truancies shall be cumulative throughout the semester. Except in special circumstances,~~
- ~~b. Truancy is further defined as an absence from class or school by a student without the prior knowledge or consent of the student's parent/guardian or for reasons defined by administrative procedures of the District will be considered truancy.~~
- b.e Upon the first truancy by a student, the school shall warn that student and notify the student's parent/guardian of the situation.
- c.d Any additional truancy after warning and parental notice may result in a suspension of up to three (3) days. Further truancies may result in an additional suspension for the remainder of the grading period.
- d.e A suspension under this section is subject to the procedures

and appeal process contained in the Statement of Rights and Responsibilities (School Board Policy 450).

- e.f. The student will be designated as habitually truant after four (4) processed truanancies in a semester. There will be a maximum limit of one (1) truancy recorded per day for the purpose of this section. After the designation of a student as habitually truant, the provision of notice of the designation and a determination of a lack of cooperation from either the parent/guardian and/or student in remediating the situation, the habitually truant student and/or parent/guardian of the student may be cited under AMC ~~8.75.0658.05.445.~~

(Section 443.3 - Revised January 13, 1997)

(Section 443.3 - Revised June 22, 1998)

~~443.4 State Law~~

~~The provisions of this policy regarding absenteeism and truancy are in addition to other approaches established by state law (see A.S. 14.30.010-020 and A.S. 47.10.010). School officials shall report suspected infractions of this state law to the Anchorage Police Department/Alaska State Troopers as appropriate under AMC 8.05.445.~~

~~(Section 443.4 - Revised January 13, 1997)~~

444 Attendance Zones

444.1 Establishment of Boundaries

The Superintendent shall recommend ~~establish~~ attendance zones ~~for~~ of the various school units taking into consideration such factors as geographic proximity~~location~~, recognized neighborhood and feeder-school boundaries, school demographics~~population~~, hazardous conditions, school building capacity~~capabilities~~, and appropriate program placement and needs.

~~The contributions of all racial groups present in the District are recognized by the Board and staff as a positive community asset. Each school, in as much as possible, should provide enrollment opportunities for membership from all representative ethnic,~~

~~cultural, and racial groups within the District. To preserve this community value, the Superintendent shall both design attendance zones and grant transfer requests which enhance the realization of multi-ethnic, multi-cultural, and multi-racial enrollments in the schools.~~

~~— All boundary recommendations and requests for student transfers will be reviewed in relationship to this policy. Transfer requests by students will be denied in instances where such transfers are likely to result in racially isolated school populations.~~

Attendance zones and major changes therein shall be presented to the Board for ratification.

(Section 444.1 - Revised March 9, 1998)

444.2 Attendance Zone Exemptions~~Exceptions~~

Attendance zone exemption~~exceptions~~ shall be limited by space and program availability in the receiving school. Program capacity is determined by such one or more of the following factors as: projected enrollment, classroom availability, facility limitations, and other programs housed within the school facility, and relocatables on site, ~~and demographic considerations.~~ If space is not available, as determined by program capacity, the school principal shall conduct a lottery to prepare a waiting list of zone exemption ~~exception~~ students to be accepted as openings occur. The lottery shall be conducted following procedures in School Board Policy 332.3.

Once students are accepted into a school on a zone exemption~~exception~~, they may not be withdrawn unless they do not meet expectations as set forth in this policy.

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(Section 444.2 - Revised April 14, 1986)

(Section 444.2 - Revised March 9, 1998)

444.21 Expectations for Zone Exemption~~Exception~~

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Parents requesting aAny type of attendance area or zone exemption~~exception~~ is subject ~~must agree~~ to the following

provisions:

- a. It is ~~shall be~~ the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis.
- b. Students must be delivered to school and leave school at times established by the principals.
- c. Any false statements will be subject to administrative review and appropriate action.
- d. Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone ~~exception~~exemption transfer unless the teacher, principal, and parent find the educational and emotional needs of the student are not being met.
- e. Students must meet the attendance and behavior standards of the admitting school.

(Section 444.231 - Revised March 9, 1998)

444.221 Academic Program Need

A student may enroll in a school out of the student's regular attendance area in order to take advantage of an academic program which meets the student's educational needs and which is not available in the regular attendance area, or if the student is entitled to transfer under federal law. ~~Once students are accepted into a school on a zone exception for program need, they may not be withdrawn unless they do not meet expectations as noted in 444.23 and 444.231 below.~~

(Section 444.21 - Revised March 9, 1998)

444.232 Change of Residence ~~Within the District~~

The Board believes that student achievement is enhanced when students remain in the same school. Students should be given every opportunity to remain in the same school throughout an

~~academic year. It is anticipated that students in the District will periodically move with their families to different residential attendance zones. When such movement occurs, the following policies shall govern school transfers.~~

444.221 Exception for Extended Periods

~~If, after the official count day twenty (20) school days following fall registration, parents/guardians move out of the attendance zone, the parents are encouraged to keep they may request that their children continue in the school of initial registration until the end of the school year and a zone exemption is not required. An application will be submitted to the principal of the school and will be processed according to established District procedures. Parents/guardians will notify the principal of the school of any change of address. A zone exemption will be required for the following school year.~~

- ~~a. Application will be submitted to the principal of the school of the initial registration, must be in writing and must state the reasons for the request.~~
- ~~b. Application will be forwarded by the principal, together with his/her recommendations, to the principal of the receiving school, who will send the application to the appropriate Instruction Division Executive Director and/or the Assistant Superintendent.~~
- ~~c. The appropriate Instruction Division Executive Director and/or the Assistant Superintendent, will arrange for a personal interview if deemed necessary, and after full review of the application, will apprise all concerned as to the final disposition of the request.~~
- ~~d. High school students who have successfully completed their junior (11th) year in a District high school may continue in attendance at the unit during their senior (12th) year, if they are expected to graduate that school year, even though their parents or legal guardians may have moved to another school attendance zone in the District prior to the opening of school, or move during the school year. This includes incoming seniors who are impacted by a School Board-approved boundary change.~~

~~Eligibility for participation in school activities shall be established upon approval of the student's enrollment in a school and shall conform to Anchorage School District and ASAA regulations.~~

~~(Section 444.221 Revised March 9, 1998)~~

~~444.222 Exception for Temporary Periods~~

a. ~~If a change of residence occurs within thirty (30) calendar days of the end of any nine (9) week period, the student may continue in the same school until the close of the nine week period.~~

b. ~~Students changing residence during the last nine (9) weeks of the school year may complete the year at the school which they have been attending.~~

c. ~~At the beginning of the school year, or upon original entrance during the year, a student may be allowed to enter a particular school other than the one established by residence after the parent/guardian has furnished satisfactory evidence to the receiving principal of intent of the parents to move into that school attendance zone within thirty (30) calendar days. The receiving principal shall notify the Executive Director of Elementary, Middle or High School Education and the resident unit principal of the circumstances and the acceptance by written documents. Final approval is granted at the discretion of the appropriate Instructional Division Executive Director and/or Assistant Superintendent.~~

~~(Section 444.222 Revised March 9, 1998)~~

~~444.23 Limitations to Attendance Zone Exceptions~~

~~Students residing in the attendance area have attendance priority over children living outside the attendance area who request zone exceptions.~~

~~(Section 444.23 Revised March 9, 1998)~~

[moved to 444.21]444.231 Responsibilities of Parents /Guardians

~~— Parents requesting any type of attendance exception must agree to the following provisions:~~

- ~~a. — It shall be the parents' responsibility to provide transportation at their own expense; exceptions may be made on a case by case basis.~~
- ~~b. — Students must be delivered to school and leave school at times established by the principals.~~
- ~~c. — Any false statements will be subject to administrative review and appropriate action.~~
- ~~d. — Prior to enrolling a student in a school in another zone, the parents of the student must agree that the student will complete at least the current school year without requesting further zone exception transfer unless the teacher, principal, and parent find the educational and emotional needs of the student are not being met.~~

~~— (Section 444.231 Revised March 9, 1998)~~

444.2432 Other Restrictions

- ~~a. — Attendance exceptions shall be limited by the space and program availability in the receiving school; these will be updated annually.~~
- ~~a.b. Attendance zZone exemptionsExceptions shall be granted for the school year of application only. Renewals may be granted for a subsequent year only after a new application is submitted. Once a student has been accepted, that student~~they~~ will not be removed unless he/she consistently fails to meet the expectations they violate the conditions of their zone exemption.~~exception application as stated in 444.21, 444.23, and 444.231, or the school rules.~~~~
- ~~c. — For those programs which are offered on a continuing basis, the attendance zone exception may be granted for the duration of the program; and the student's application will be automatically approved. These forms will be used to~~

~~update student information and to accurately determine zone exception statistics. Exceptions shall be governed by 444.231 above and appropriate administrative procedures. These students are then counted as continuing students for the purposes of calculating student projections for subsequent years.~~

bd. When the School Board changes attendance boundaries, no zone ~~exemption~~exceptions for the affected schools will be allowed for one school year, with the following exceptions:

1. Students in the final grade of elementary, middle, and high school. ~~Seniors as described in 444.221 above~~
2. Students enrolled on a continuing basis for a specific educational program that is not offered at the new attendance area school.
3. For extreme hardship related to a student's educational program, ~~or~~ medical condition, or the family's personal situation.
- ~~4. In order to utilize program space for underutilized or underenrolled schools.~~
- ~~5. Sixth graders in a K-6 school and fifth graders in a K-5 school.~~

Applications for exceptions will be filed with the school principal, but will ~~only~~ be approved only after a full review by the appropriate Instruction Division Executive Director and the Assistant Superintendent.

(Section 444.232 - Revised March 9, 1998)

444.25 Temporary Boundary Changes

When temporary boundary changes are made to attendance areas, the Superintendent has discretion to grant zone ~~exception~~exemptions.